

IDHS DIVISION OF TRAINING
FIRE INSPECTOR I
PRACTICAL SKILLS AND EXAMINATION HANDBOOK



**EVALUATOR HANDBOOK FOR THE FIRE
INSPECTOR I PRACTICAL SKILLS**

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Skill Sheet # 1

Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the finding of the inspection in accordance with applicable codes and standards. (*NFPA 1031, 2009 Edition, 4.2.1*)

Equipment & Materials

- An observation inspection
- Inspection report form

Task Steps	
1.	Prepare an inspection report
2.	Utilize observations from a field inspection
3.	Prepare a report that communicates its message clearly
4.	Prepare a report that communicates in a concise manner
5.	Prepare a report that communicates accurately
6.	Accurately reflect applicable codes and standards

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Skill Sheet # 2

Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.2.2*)

Directions

Give a situation where a permit is required. Candidate must recognize the need for a permit and communicate the requirements for the permit in accordance with policies of the jurisdiction.

Equipment & Materials

- Scenario or actual situation where a permit is required.

Task Steps	
1.	Recognize the need for a permit
2.	Understand the type of permit required
3.	Direct written communication to the proper responsible party
4.	Communicate why the permit is necessary
5.	Advise party how to proceed with securing necessary permit
6.	Adhere to the policies of the jurisdiction

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Skill Sheet # 3

Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.2.3*)

Equipment & Materials

- Scenario or actual situation where a plan review would be required.

Task Steps	
1.	Recognize the need for a plan review
2.	Understand the type of plan review required
3.	Direct written communication to the proper responsible party
4.	Communicate why the plan review is necessary
5.	Advise party how to proceed with obtaining a plan review
6.	Adhere to the policies of the jurisdiction

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Skill Sheet # 4

Investigate common complaints, given a reported situation or condition, so that the complaint information is recorded. The AHJ approved process is initiated and the complaint is resolved. (*NFPA 1031, 2009 Edition, 4.2.4*)

Equipment & Materials

- Scenario or actual situation where a common fire safety complaint has been made.

Task Steps	
1.	Receive the complaint with attentiveness and concern
2.	Record the complaint information for future reference
3.	Confirm or research applicable codes and standards
4.	Perform an investigation to confirm situation
5.	Resolve complaint based upon policies, codes and standards
6.	Inform complainant in writing of action taken

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Skill Sheet # 5

Identify the applicable code or standard, given a fire protection, fire prevention or life safety issue, so that the applicable document, edition, and section are referenced. (*NFPA 1031, 2009 Edition, 4.2.5*)

Directions

Using the same scenario given on skill sheet 1, identify the proper document, edition and section applicable to the fire safety problem given.

Task Steps	
1.	Identify the applicable code or standard
2.	Reference the proper document containing code/standard
3.	Reference the proper edition of applicable code or standard
4.	Reference the correct section of applicable code or standard

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Skill Sheet # 6

Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional. (*NFPA 1031, 2009 Edition, 4.2.6*)

Directions

Using the same scenario given in skill test 1, the candidate will play the role of the fire inspector I facing a legal challenge to his resolution of the fire safety problem given in that exercise. Conduct courtroom role play exercise to the extent necessary to ensure that the candidate is provide legal counsel (*simulated*) and testified to the conditions, applicable codes and standards, and resolution of the fire safety problem.

Equipment & Materials

- People to act as judge and two attorneys

Task Steps	
1.	Participate at simulated legal proceeding
2.	Testify to the conditions present at given fire safety problem
3.	Testify to the codes and standards applicable to the situation
4.	Present a demeanor appropriate at courtroom proceedings
5.	Present accurate information in response to questions

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Skill Sheet # 7

Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards (*NFPA 1031, 2009 Edition, 4.3.1*)

Equipment & Materials

- Description of single-use occupancy

Task Steps	
1.	Identify the occupancy classification of given occupancy
2.	Consider use of occupancy in occupancy classification
3.	Utilize applicable codes and standards in classification

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Skill Sheet # 8

Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.3*)

Directions

Use personal observations or field observations provided by the instructor for an existing building to establish that means of egress elements are being maintained in adherence to applicable codes and standards.

Task Steps	
1.	Make personal observations or use given field observations
2.	Inspect means of egress elements for an existing building
3.	Ensure that means of egress is being maintained
4.	Confirm compliance with applicable codes and standards
5.	Identify and document deficiencies
6.	Report deficiencies in accordance with policies and jurisdiction

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Skill Sheet # 9

Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.4*)

Task Steps	
1.	Make field observation or use project description
2.	Classify type of construction of addition or remodeling project
3.	Record construction type in accordance with applicable codes
4.	Record construction type according to policies of jurisdiction

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Skill Sheet # 10

Determine the operational readiness of existing fixed fire suppression system, given test documentation and field observations, so that the system is in an operational state, maintenance is documented, and all deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.5*)

Equipment & Materials

- Test documentation and observations

Task Steps	
1.	Determine operational readiness of fixed suppression system
2.	Use test documentation to determine operational readiness
3.	Use field observation to determine operational readiness
4.	Verify documentation of maintenance and testing
5.	Identify and document deficiencies according to policies
6.	Report deficiencies in according with policies of jurisdiction

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Skill Sheet # 11

Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.6*)

Equipment & Materials

- Test documentation

Task Steps	
1.	Determine operational readiness of detection/alarm systems
2.	Use test documentation to determine operational readiness
3.	Use field observations to determine operational readiness
4.	Identify and document deficiencies according to policies
5.	Report deficiencies in accordance with policies and procedures

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Skill Sheet # 12

Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented and all deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.7*)

Equipment & Materials

- Test documentation

Task Steps	
1.	Determine operational readiness of portable fire extinguishers
2.	Use test documentation to determine operational readiness
3.	Use field observations to determine operational readiness
4.	Verify documentation of maintenance and testing
5.	Identify and document deficiencies according to policies
6.	Report deficiencies in accordance with policies and jurisdiction

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Skill Sheet # 13

Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and all deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction. (NFPA 1031, 2009 Edition, 4.3.8)

Equipment & Materials

- Field observations of equipment, processes and operations

Task Steps	
1.	Recognize hazardous conditions involving equipment
2.	Recognize hazardous conditions involving processes and/or operations
3.	Verify that equipment is being maintained and operated in accordance with applicable codes and standards
4.	Verify that processes or operations are being maintained and operated in accordance with applicable codes and standards
5.	Identify and document deficiencies according to policies
6.	Report deficiencies according to policies of the jurisdiction

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Skill Sheet # 14

Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.9*)

Equipment & Materials

- Approved fire protection system plan

Task Steps	
1.	Compare and approved plan to an installed protection system
2.	Compare field observations to approved plans
3.	Identify any modifications to the system
4.	Document any modifications to the system
5.	Report any modifications to the system
6.	Adhere to policies of the jurisdiction

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Skill Sheet # 15

Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercise, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.10*)

Task: evaluate whether emergency plans and preparedness measures exist and have been practiced.

Equipment & Materials

- Emergency plans

Task Steps	
1.	Verify that an emergency/preparedness plan is in place
2.	Review written plan as it applies to codes and standards
3.	Review documentation of emergency plan exercises
4.	Use field observations to confirm emergency preparedness
5.	Identify and document deficiencies in the emergency plan
6.	Report deficiencies according to policies of the jurisdiction

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Skill Sheet # 16

**Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.
(NFPA 1031, 2009 Edition, 4.3.11)**

Equipment & Materials

- Field observations

Task Steps	
1.	Inspect emergency access site
2.	Determine if required emergency access is being maintained
3.	Identify deficiencies according to codes, standards and policies
4.	Document deficiencies according to codes, standards and policies
5.	Correct deficiencies according to codes, standards and policies

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Skill Sheet #17

Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.12*)

Equipment & Materials

- Field observations

Task Steps	
1.	Verify code compliance for storage, handling, and use of flammable and combustible liquids
2.	Verify code compliance for storage, handling, and use of flammable and combustible gases
3.	Use field observations to determine code compliance
4.	Use codes, standards and guidelines to determine compliance
5.	Identify deficiencies according to codes, standards, guidelines
6.	Document and report deficiencies according to guidelines

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Skill Sheet # 18

Verify code compliance for incidental storage, handling and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.13*)

Directions

Determine code compliance.

Equipment & Materials

- Field observations

Task Steps	
1.	Verify code compliance for storage, handling and use of hazardous material
2.	Use field observations to determine code compliance
3.	Use codes, standards and policies to determine compliance
4.	Identify deficiencies according to codes, standards and policies
5.	Document and report deficiencies according to policies

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Skill Sheet # 19

Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the jurisdiction. (*NFPA 1031, 2009 Edition, 4.3.14*)

Equipment & Materials

- Field observations

Task Steps	
1.	Recognize potential for hazardous fire growth
2.	Use field observations to establish potential for hazardous fire growth
3.	Identify condition contributing to this potential situation
4.	Document conditions contributing to this potential situation
5.	Report conditions contributing to this potential situation
6.	Adhere to policies of the jurisdiction

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Skill Sheet # 20

Determine code compliance, given the codes, standards and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards and policies are identified and compliance determined.

(NFPA 1031, 2009 Edition, 4.3.15)

Use field observations to determine code compliance in a building or space. Identify, document, and report this condition in accordance with policies of the jurisdiction.

Task Steps	
1.	Recognize conditions that determine code compliance
2.	Use field observations to determine code compliance
3.	Prepare a compliance letter based on a field report
4.	Adhere to policies of the jurisdiction

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Skill Sheet # 21

Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(NFPA 1031, 2009 Edition, 4.3.16)

Equipment & Materials

- Fire flow test results and water supply data

Task Steps	
1.	Confirm that fire flows for a site are in accordance with applicable codes and standards
2.	Use fire flow test results to verify that required fire flows are present in accordance with applicable codes and standards
3.	Use water supply data to verify that required fire flows are present in accordance with applicable codes and standards
4.	Identify deficiencies according to policies of jurisdiction
5.	Document deficiencies according to policies of jurisdiction
6.	Report deficiencies according to policies of jurisdiction

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